

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, February 15, 2016**

MINUTES

1. Call to order

Clerk Treasurer Deb Winter called the February 15, 2016 meeting of the Village Trustees to order at 6:30 p.m.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: Kyle Broom, Jack Henrich, Alex Jushchyshyn, Harvey Potter and John Williams. Trustee Jennifer Pickel was absent and excused. Staff present were: Clerk Treasurer Deb Winter, Administrator Matt Giese, Village Planner Erin Ruth, Chief of Police Dan Layber, Director of Public Works and Properties JJ Larson, Director of Parks, Recreation & Forestry Sean Brusegar, Village Engineer Mike Maloney and Village Attorney Leighton Boushea.

3. Pledge of Allegiance.

4. Nominations for Chairman Pro Tem for the February 15, 2016 Village Board meeting.

Motion by Henrich to nominate John Williams Chairman Pro Tem for the February 15, 2016 Village Board meeting, seconded by Jushchyshyn. **Motion** carried with a voice vote of 5-0-0.

5. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*
None

6. Discuss and consider the minutes of the regular Village Board meeting of February 1, 2016.

Motion by Potter to approve the minutes of the regular Village Board meeting of February 1, 2016 as read, seconded by Henrich. **Motion** carried with a voice vote of 5-0-0.

7. Presentations to the Board

None

8. Unfinished Business

a. Discuss and consider potential citizen appointments to openings on various Village committees and commissions.

i. Plan Commission (one citizen position vacant)

i. Discuss and consider Don Brinkmeier for appointment to Plan Commission.

Motion by Jushchyshyn to appoint Don Brinkmeier to Plan Commission to fill the vacancy that runs until May of 2016, seconded by Potter. **Motion** carried with a voice vote of 5-0-0.

ii. Discuss and consider Mick Conrad for appointment to Plan Commission.

Motion by Potter to appoint Mick Conrad to Plan Commission to fill the vacancy that runs until May of 2018, seconded by Broom. **Motion** carried with a voice vote of 5-0-0.

b. Update on Gaston Road ROW permit.

Boushea reported. The Village submitted an application to the Town of Cottage Grove to perform some work along Gaston Road in the utility right of way. The Town and the Village negotiated some points and the Village thought an agreement was made at the Utility Commission meeting last fall. Following the next Town meeting however the Town added some additional clauses the Village did not discuss or agree to. The Utility Commission then at their next meeting agreed in closed session to go over the Town and go straight to the Public Service Commission (PSC) to get approval under normal circumstances. Williams asked how often the PSC meets to which Boushea responded that staff is in the process of determining a timeline of this process.

c. Discuss and consider Deer-Grove EMS proposal to purchase two new ambulance chassis in 2016 out of the districts reserve fund balance.

Potter asked Henrich to go over the graphs he put together which were handed out tonight. The graphs show staffing versus call volume along with First Responder staffing. Broom asked if either of the other two municipalities in the district have acted on this request. Town of Cottage Grove Chairman Kris Hampton was present and stated that they decided to wait to make a decision until after the 2015 audit is

finalized. Potter stated that he doesn't feel it's practical for the Village to plan to purchase two vehicles, since we are still paying on the last ambulance purchased and we have planned for a new one in 2017. Henrich stated that he thinks it would make sense to not vote on this until after the audit is released. Giese added that one of the issues is that it makes more sense to spread out the purchases. **Motion** by Jushchyshyn to table this agenda item until the next Village Board meeting, seconded by Potter. **Motion** carried with a voice vote of 5-0-0.

9. New Business

None

10. Reports from Village Boards, Commissions & Committees

a. Community Development Committee

Potter reported that the committee discussed working with the Chamber on developing a Visitor Guide. Ruth added that the Chamber is already working on an updated version of a visitor or community guide that we can use as a marketing tool. The committee also discussed a retail and restaurant market analysis and trend analysis and also discussed a continuing grant policy but agreed to first figure out the funding source.

b. Emergency Government Committee

Williams reported that they will be conducting a table top exercise of a large catastrophe on March 2, 2016 at 6:30 p.m.

c. Finance & Personnel Committee

Potter reported that the committee discussed the status of hiring for a Police Lieutenant and a Public Works Technician. The committee also approved the Village Clerk job posting and job description.

d. Public Works Committee

Jushchyshyn reported that the Conservancy Court Marsh project has gone out for permits from both the DNR and the Army Corps of Engineers and the committee would like to see the project bid out in late summer 2016 with the completion of the project included in the 2017 budget. The committee also discussed Adaptive Management Intergovernmental Agreement which is a stormwater control process to put into place. The Village is going to have to put together a proposal on how the Village will manage this stormwater.

e. Utility Commission

Jushchyshyn reported that the commission also discussed the Adaptive Management Intergovernmental Agreement and who should lead this process – either Utility or Public Works. Also discussed maintenance on Well #1 which is on Main Street and what should be done with it since it isn't in service at this time. The commission also discussed the right of way permit for the Gaston Road Watermain.

11. Reports from Village Officers:

a. Kyle Broom

i. Comments regarding committee reports.

I would like to look at changing reports from committees: including agendas from each committee meeting and possibly changing the way they are discussed to bring in more details for discussion. We also need a process for cancelling meetings.

ii. Discuss and consider joint Board meeting with the Town of Cottage Grove to discuss long range planning topics.

I would like to start discussion on the possibility of holding joint meetings with the Town of Cottage Grove again and discuss topics such as growth and vision. I think it would be great to also get the Chamber involved as well as the School Board. Potter commented that he doesn't think it's a bad idea but feels we should wait until after the Spring Election. Giese stated that he could reach out to Superintendent Olson to meet to discuss at least the April referendum.

b. Jack Henrich

I spoke about the EMS staffing under the ambulance agenda item, so I won't repeat, but let me know if you have any questions.

i. Report on Deer-Grove EMS Staffing.

c. Alex Jushchyshyn

The only question I had on the staffing report regarded the First Responder which we now know is the car.

d. Jennifer Pickel

No Report

i. Update of current activities involving the Monona Grove School District.

e. Harvey Potter

No Report

f. John Williams

No Report

g. Attorney Lee Boushea

The Swanson closing happened on Friday and construction will begin very soon.

i. Update on Colonial Club Agreement.

I have reached out to Bob Powers with the Colonial Club. I think it would be a good idea to mirror this agreement to the Peer Court Agreement.

h. Administrator Matt Giese

i. Hiring process updates.

We reviewed the hiring processes during the Finance & Personnel Committee report.

i. Director of Planning and Development Erin Ruth

I was recently contacted by the Dane County Parks Department. They have some funding available to work on the continuation of the Glacial Drumlin Bike Trail connection to Madison and will be having stake holder meetings soon.

12. Communications and Miscellaneous Business

a. Consider approval of vouchers

Motion by Potter to approve the Village portion of the vouchers in amount of \$195,717.43, seconded by Henrich. The check sequence goes from check #40103 to check #40182. **Motion** carried with a voice vote of 5-0-0.

b. Correspondence

None

c. Future agenda items

Colonial Club Agreement, Priority list for Ordinance Review

13. CLOSED SESSION. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; report on 2015 employee performance evaluations; and pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; negotiate terms for potential development in TID #6 by Horizon Development Group Inc.

Motion by Williams to enter into closed session at 8:20 p.m., seconded by Potter. **Motion** carried with a roll call vote of 5-0-0.

14. Reconvene into open session and possible consideration of any closed session items.

Motion by Potter to reconvene into open session at 9:30 p.m., seconded by Henrich. **Motion** carried with a roll call vote of 5-0-0. No other action was taken at this time.

a. Discuss and consider Developer Agreement for Horizon Development Group Inc.

No action taken at this time.

15. Adjournment.

Motion by Broom to adjourn at 9:32 p.m., seconded by Jushchysyn. **Motion** carried with a voice vote of 5-0-0.

Respectfully Submitted,

Deb Winter, Clerk Treasurer

Village of Cottage Grove

Approved: March 7, 2016

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.